

## JOB DESCRIPTION



<b>Department</b>	Administration
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Special Events Coordinator
<b>Classification</b>	Salary/Exempt
<b>Pay Range</b>	\$47,518.41 – \$59,398.01 Annually F101

### Job Summary

Under the general direction of the Director of Recreation Programming, the Special Events Coordinator, develops, implements, and evaluates various RecPlex events and identifies opportunities to drive continued growth. The Special Events Coordinator is a full-time professional position responsible for facilitating and driving community awareness of the RecPlex through competitive and non-competitive events, fostering positive relationships with local businesses and community members, as well as the recruitment of new events to drive tourism. This position provides a flexible schedule, but primary work responsibilities will fall on the majority of weekends throughout the year.

### Job Duties

- Provides quality customer service and acts as the primary point of contact during events, including but not limited to, swim meets, basketball tournaments, volleyball tournaments, hockey tournaments, figure skating events, triathlons, and open water competitions, etc.
- Collaborates with Village of Pleasant Prairie and RecPlex departments to schedule and coordinate all detail for events while staying mindful of the proposed budget.
- Communication liaison between Village of Pleasant Prairie RecPlex and Visit Pleasant Prairie, collaborates to identify grant opportunities for Village of Pleasant Prairie RecPlex and event hosts.
- Ensures the quality of service and safety of patrons and personnel by leading by example and enforcing RecPlex personnel standards and guidelines.
- Responsible for the setup and providing travel and hospitality options available for out-of-town event participants.
- Collaborates with RecPlex departments and Communications department to promote and publicize events.
- Networks and develops relationships with local tournament and competition organizers, Village employees, and local businesses and hotels.
- Utilizes market data and identifies new event opportunities and recruits organizers to host at the RecPlex.
- Evaluates the success of current events, identifies strengths and opportunities for improvement, and proposes solutions or new ideas.
- Maintains event data and billing information, tracking key information for reporting purposes.
- Provides quarterly reports to RecPlex leadership and Visit Pleasant Prairie.
- Enforces all RecPlex, Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Performs other duties as assigned by the Director of Recreation Programming or within the scope of the Aquatics Department.

### Physical Requirements

- Frequent public interaction and requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, and other office equipment.
- Frequent movement about the RecPlex facility and grounds.
- Work is frequently performed in indoor and outdoor environments with possible exposure to warm or cold temperatures, heavy humidity, slippery surfaces, water and pool chemicals.

### Requirements - educational, certifications and experience

- Associates in Recreation, Business, Marketing, Hospitality Management, Communications or closely related field, Bachelor's preferred.
- 1+ years of experience in event planning, hospitality services, or recreation field preferred.
- Proficiency with Microsoft Office applications.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, program participants, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Ability to obtain CPR/AED and First Aid within three (3) months of hire.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Rev. 1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.